

Intern Policy, Compensation Range & Hiring/Pay Process

Policy: Interns must be full-time students, or part-time students who can document a need for an internship as part of their academic program. Federal work study guidelines specifically state that interns may not be used to displace employees.

Compensation: Interns may be unpaid or paid on the wage range below. The intern title is a special employment title that is not eligible for benefits.

Wage Range (Interns can be paid at any step the department desires.)

1	2	3	4	5	6	7	8	9	10	11	12
5.15	5.75	6.50	6.75	7.00	7.50	8.50	10.00	11.50	12.50	13.50	14.50

Hiring/Pay Process:

Wage Range

Interns will be paid on department payrolls as temporary employees, however, a temporary permit is not required and they are not limited to 1040 hours. For paid internships, send a memo or email to payroll stating intent to hire intern with name and hourly rate. Interns are to be coded as A1B2C2D2.

IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Kelly Barto – Human Resources
266-6483